

# PRODUCT INFORMATION

Clinical Center Standardization Committee



## DATA CENTER SHUTDOWN EMERGENCY SUPPLY REMOVAL

JULY 2003 (02)

### ➤ July 25, 2003

- CHS will distributed one universal Pyxis key to each patient care unit (PCU).
- PCU Staff signature receipt is required at time of key delivery.
- During and after the Data Center Shutdown each PCU must secure the key and ensure it is available to authorized PCU staff.

### ➤ July 26, 2003

Follow the steps below to gain Pyxis access during data center shutdown perform the following override procedure and to secure Pyxis after completion of the data center shutdown:

- 1) Obtain the PCU key to open the Pyxis panel at the top of the Pyxis unit.
- 2) Insert key into each lock on the panel and turn the key to the right.
- 3) Lift panel.
- 4) Move the black knob in the center of the opened panel up and to the left to unlock the doors.
- 5) Repeat steps one through four for each Pyxis station.
- 6) Open door and remove supplies as needed.
- 7) Keep Pyxis station unlocked. When the data center shutdown is complete computer connectivity will return and the Pyxis can be locked. Close all doors and drawers.
- 8) Return the black knob to its original position. Lock the panel.
- 9) Ensure that the supply station key is secure and available to authorized staff.

CHS staff will resolve Pyxis supply station discrepancies and will update the station inventory database.

During and after the Data Center Shutdown, each PCU must secure the pyxis supply station key. The key should be available to authorized staff. Management of the key is the responsibility of each PCU.

*"Thank you for your cooperation and support during the Data Center Shutdown."*